



**HUMAN RESOURCES OFFICE
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION**

Number: 10-40

6 August 2010

ANNUAL LEAVE FORFEITURE AND RESTORATION

EXPIRES: 30 January 2011

1. This TAAI provides a reminder that all annual leave balances exceeding a maximum of 240 hours must be used prior to the end of the Leave Year ending 1 January 2011. In accordance with California National Guard Full-time Personnel Regulation 630, a maximum of 240 hours of annual leave may be carried over to a new leave year.

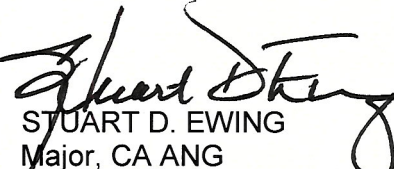
2. In situations where annual leave was forfeited because of sickness, administrative error, or exigencies of public business, the annual leave forfeited may be restored, in accordance with Public Law 93-181. If annual leave is forfeited because technicians could not be excused from duty and there was no reasonable alternative to cancelling the scheduled leave, a request for restoration may be submitted to the Directorate for Human Resources. This request must include the following:

- a. Written verification that leave was scheduled prior to 20 November 2010.
- b. Reason(s) for disapproval.
- c. The exact number of hours requested to be restored the first pay period of the new leave year.

3. All requests for restoration of annual leave must be submitted no earlier than 2 January 2011 and no later than 30 January 2011.

4. All restored leave must be used within two years of restoration.

5. If you have any questions or need assistance, please contact MSgt April Mosher, Human Resources Specialist, at CAGNET 6-3454, DSN 466-3454, commercial (916) 854-3454, or email at april.mosher@us.army.mil.


STUART D. EWING
Major, CA ANG
Director for Human Resources

DISTRIBUTION:

Air: TA
Army: TA